

Gravatt, Dan

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Superfund

From: Field, Jeff
Sent: Wednesday, June 24, 2015 12:05 PM
To: Stoy, Alyse; Vann, Bradley; Tapia, Cecilia; Gunn, Gene; Gravatt, Dan; Singletary, DeAndre
Cc: Peterson, Mary; Albano, Emily; Rock, Anna; Maxwell, Patricia
Subject: RE: Response needed by Noon 6/29 - Bridgeton Landfill FOIA

BU-01

Alyse,

Searching my Lotus Notes I have identified the following;

Search 1- Bridgeton and Landfill - 62 documents

Search 2 – South, Quarry – 138 documents

I do not have any hard copy documents that are not already in SDMS.

No electronic documents (eDocs) were found utilizing the instructions you provided.

Let me know if you have any questions.

Jeff

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From: Stoy, Alyse
Sent: Tuesday, June 23, 2015 4:10 PM
To: Vann, Bradley; Field, Jeff; Tapia, Cecilia; Gunn, Gene; Gravatt, Dan; Singletary, DeAndre
Cc: Peterson, Mary; Albano, Emily; Rock, Anna; Maxwell, Patricia
Subject: Response needed by Noon 6/29 - Bridgeton Landfill FOIA

Hi All –

We received a FOIA (attached) requesting records related to the Bridgeton Landfill/Operable Unit 2 of the West Lake Landfill Site. Please take a moment to read the specific requests, but in general we are looking for all communications and documents (electronic information including emails and electronic documents, as well as responsive hard copy records) from the time period January 1, 2005 to December 1, 2010. Before we begin collecting responsive records, we are trying to estimate the volume of information we have that may be responsive. To that end, by noon on Monday June 29th (or earlier if at all possible) please do the following:

- Run a Lotus Notes search following the process in Attachment 1 (attached) for the date range above using the search terms "bridgeton landfill" and "south quarry". Make sure to check the "any of the terms below" dropdown option. Please confirm that your Lotus Notes emails have been indexed, and run the searches in the All Documents folder for both your inbox and archives. Tell me the number of emails your search identifies.
- Run a search of your electronic documents following the process in Attachment 3 (attached) using the same search terms. Again, tell me the number of electronic documents your search identifies.
- Estimate the number of pages of responsive hard copy records you might have that are NOT already in SDMS.
- Please let me know who else from Superfund would likely have responsive records from the 1/1/2005 – 12/1/2010 timeframe.

Again, no need to collect anything just yet. Once we have a volume estimate we'll follow up with requester and from there I will send you additional instructions regarding next steps. If you need any help with these searches, feel free to give me a call anytime.

Brad – please have Dan Wall's Lotus Notes email and hard drive searched as well as any other separated Superfund personnel who may have worked on Bridgeton/South Quarry during the relevant time period. I will do the same for Audrey Asher and Cheryle Micinski.

Thanks, Alyse

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